



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of Data and Accountability

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Admission and Withdrawal Policy User Guide

Introduction

The purpose of this guide is to provide District of Columbia Public Schools (DCPS) with an understanding of the Office of the State Superintendent of Education's (OSSE) policy for standardizing the use of admission and withdrawal types and codes across all Local Education Agencies (LEAs) in the District's publicly funded schools. This implementation guide will provide a detailed understanding of the following:

- Policy Overview
- Admission Codes and Types Outlined by OSSE
- Withdrawal Codes and Types Outlined by OSSE
- Contact Information
- Appendix
 - DC STARS Steps

Policy Overview

Currently, LEAs across the District of Columbia use various admission and withdrawal codes to describe student admissions and withdrawals. The absence of state-standardized admission and withdrawal codes and definitions leads to the following issues:

1. OSSE is unable to accurately report on student enrollment patterns;
2. LEAs do not consistently use similar codes to indicate when a student has dropped out or withdrawn from a school; and
3. Each LEA (and individual schools within LEAs) implements its own understanding of available codes, which leads to inconsistent reporting across LEAs.

To standardize admission and withdrawal codes and types, OSSE has adopted the National Center for Education Statistics (NCES) code set for acceptable admission and withdrawal types. This code set is a minimum requirement; additional admission and withdrawal types have been added to meet OSSE and DCPS-specific needs and are explained in this Admission and Withdrawal Policy User Guide. LEAs are required to use these admission and withdrawal types, codes and definitions when reporting to OSSE beginning school year 2011-2012.

Admission Codes and Types

The following Admission Codes and Types Table identifies the valid set of admission types for students in DCPS.

| Admission Codes and Types | | | |
|-----------------------------|---------------------------------------|--|--|
| New DC STARS Admission Code | New DC STARS Admission Type | | Definition |
| 5 | Txfr within DCPS | Transfer from a public school in DCPS | A student who transfers from another DCPS school. |
| 7 | Assessment for special ed | Temporary admission for special ed assessment | A student is enrolled temporarily in a school for special education assessment purposes or services. |
| 11 | Txfr within DCPS via OOB | Transfer within DCPS due to OOB | A student who transfers from another DCPS school but has permission through the Out-of-Boundary (OOB) Lottery application process. |
| 20 | Txfr other LEA in DC | Transfer from a public charter school in DC | A student who transfers from a public charter school that is not located within the administrative boundaries of DCPS but is in the District of Columbia. |
| 21 | Txfr public outside DC | Transfer from a public school in a different state | A student who transfers from a public school that is located in another state or from a United States overseas dependents school. |
| 22 | PRO Txfr prvt not relig in LEA | Transfer from a private, non-religiously-affiliated school in the same LEA | <i>Only use this code upon instruction from the Private and Religious Office (PRO).</i> A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same local education agency. |
| 23 | Txfr prvt not religious in DC | Transfer from a private, non-religiously-affiliated school outside of DCPS but still in DC | A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is not located within the administrative boundaries of DCPS but is in the District of Columbia. |
| 24 | Txfr prvt religious in DC | Transfer from a private, religiously-affiliated school outside of DCPS but still in DC | A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is not located within the administrative boundaries of DCPS but is in the District of Columbia. |
| 25 | Txfr prvt not relig outside DC | Transfer from a private, non-religiously-affiliated school in a different state | A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is located in another state. |

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| 26 | Txfr prvt religious outside DC | Transfer from a private, religiously-affiliated school in a different state | A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located in another state. |
| 27 | Txfr outside United States | Transfer from a school outside of the country | A student who transfers from a school outside of the country that is not a United States overseas dependents school (including private and public school systems). |
| 28 | Txfr institution | Transfer from an institution | A student who transfers from an institution, which has an educational program. This includes mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities. |
| 29 | Txfr home schooling | Transfer from home schooling | A student who transfers from a period of receiving instruction in a home environment (chosen for reasons other than health). |
| 30 | Reentry voluntary withdrawal | Re-entry after a voluntary withdrawal | A student who had previously entered any class in a school and then re-enters the same school after he or she has left school for voluntary reasons (e.g., prolonged illness, temporary disability, or dropping out) during a regular school session. |
| 31 | Reentry involuntary withdrawal | Re-entry after an involuntary withdrawal | A student who had previously entered any class in a school and then re-enters the same school after he or she has left school for involuntary reasons (e.g., expulsion) during a regular school session. |
| 33 | Orig to US already residing | Original entry into a United States school (no prior schooling) | A student already residing in the United States enters a school for the first time in the United States. |
| 34 | Orig to US from abrd uninterpt | Original entry into a United States school from a foreign country with no interruption in schooling | A student who has recently moved from a foreign country where he or she had been enrolled in school and enters a school in the United States for the first time. |
| 35 | Orig to US from abrd interptd or first time | Original entry into a United States school from a foreign country with an interruption in schooling or is attending school for the first time | A student who has recently moved from a foreign country where he or she had not been enrolled in school and enters a school in the United States for the first time. |
| 37 | PRO Txfr prvt religious in LEA | Transfer from a private, religiously-affiliated school in the same LEA | <i>Only use this code upon instruction from the Private and Religious Office (PRO).</i> A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located within the administrative boundaries of the same local education agency. |

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| 1 | zDNU Re-admit in same school | | DO NOT USE ADMISSION CODE - this will result in an error for the school. Please use admission code: 30, 31, 32 |
| 2 | zDNU New - No prior school exp | | DO NOT USE ADMISSION CODE - this will result in an error for the school. Please use admission code: 33, 34, 35 |
| 3 | zDNU New - From outside DC | | DO NOT USE ADMISSION CODE - this will result in an error for the school. Please use admission code: 21, 25, 26, 27, 33, 34, 35 |
| 4 | zDNU New - Private DC school | | DO NOT USE ADMISSION CODE - this will result in an error for the school. Please use admission code: 22, 23, 24, 37 |
| 6 | zDNU Re-admit after withdrawal | | DO NOT USE ADMISSION CODE - this will result in an error for the school. Please use admission code: 30, 31, 32 |
| 8 | zDNU Entry from other LEA | | DO NOT USE ADMISSION CODE - this will result in an error for the school. Please use admission code: 20, 22, 23, 24, 37 |
| 9 | zDNU Scheduling purposes only | | DO NOT USE ADMISSION CODE - this will result in an error for the school. Please use the most appropriate admission code. |
| 10 | zDNU Katrina Hurricane Admit | | DO NOT USE ADMISSION CODE - this will result in an error for the school. Please use admission code: 21, 25, 26 |
| 12 | zDNU Transfer other LEA - OOB | | DO NOT USE ADMISSION CODE - this will result in an error for the school. Please use the most appropriate admission code. |
| 32 | zDNU Reentry same school uninterptd | | DO NOT USE ADMISSION CODE - this will result in an error for the school. Please use the most appropriate admission code. |
| 36 | zDNU Matricul from another sch | | DO NOT USE ADMISSION CODE - this will result in an error for the school. Please use the most appropriate admission code. |

Withdrawal Codes and Types

The following Withdrawal Codes and Types Table details the valid set of withdrawal types for students in DCPS.

| Withdrawal Codes and Types | | | |
|------------------------------|---------------------------------------|---|--|
| New DC STARS Withdrawal Code | New DC STARS Withdrawal Reason | | Definition |
| 1 | Txfr within DCPS | Student is in a different DCPS school | A student who left his or her school and will enroll in another DCPS school. |
| 8 | Illness or disability | Withdrawn due to illness | A student who has left school due to a long-term medical condition, or who is in a drug treatment or rehabilitative center, that prevents them from receiving services, but who is eligible to return to school. |
| 9 | Died or perm incapacitated | Died or is permanently incapacitated | A student who has died or become permanently incapacitated, either physically or mentally. |
| 11 | Enrl adult ed/training prgm | Enrolled in an adult education or training program | A student who exited elementary or secondary school to enroll in a training program or adult education program not recognized by the state and that will not lead to a state-approved high school diploma or completion credential. |
| 12 | Expelled or involuntary | Expelled or involuntarily withdrawn | A student who is removed from the school system without choice, for reasons other than health. This includes a student who left school due to an expulsion approved by appropriate school authorities or who was removed by court order. |
| 13 | Graduated with recognized dipl | Graduated with regular, advanced, International Baccalaureate, or other type of diploma | A student who has received a regular high school diploma upon completion of state and local requirements for both coursework and assessment or a high school diploma from a program other than the regular school program. |
| 14 | Certificate of IEP, compl goal | Completed school by completing goals on the IEP | A student who completed his or her IEP goals in lieu of a high school diploma and is leaving school. |
| 16 | Under required attend age | Exited - under the age for compulsory attendance | A student under the age for compulsory school attendance who is withdrawn from school, but is eligible for return to school. |
| 17 | Non-attendance | Consecutively absent for 20+ days. | A registered student who is absent for 20 or more days consecutively. |

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| 19 | Non-attending spec ed | Special education assessment completed | A student who was admitted temporarily for special education assessment or services and is subsequently withdrawn. |
| 20 | Immunizations incomplete | Has not provided evidence of required immunizations | A student who is prevented from attending school because they have not presented proper evidence of required immunizations. |
| 21 | Enrolled but never attended | Enrolled but never attended, including in prior years (i.e. No Show) | A student who enrolled in the school but never attended. This includes students that moved away, but for whom the school cannot verify enrollment elsewhere. |
| 22 | Residency not proved | Has not provided evidence of residency | A student who is prevented from attending school because they have not presented proper evidence of District of Columbia residency. |
| 23 | Txfr to home schooling | Transferred to home schooling | A student who transferred to a period of instruction in a home environment for reasons other than health. |
| 25 | Txfr within DCPS due to OOB | Transfer within LEA due to OOB | A student who transfers to another DCPS school with permission through the Out-of-Boundary (OOB) Lottery application process. |
| 27 | Prev compl or beyond req age | Exited after previously aging-out or completing a program | A student who has returned to school after receiving a completion credential, or after reaching the age until which the state guarantees a free, appropriate public education; and has subsequently exited school. |
| 50 | Txfr other LEA in DC | Transferred to a public charter school in DC | A student who transferred to a public charter school that is not located within the administrative boundaries DCPS but is in the District of Columbia. |
| 51 | Txfr public outside DC | Transferred to a public school in a different state | A student who transferred to a public school that is located in another state or to a United States overseas dependents school. |
| 52 | PRO Txfr prvt not relig in LEA | Transferred to a private, non-religiously affiliated school in the same LEA | <i>Only use this code upon instruction from the Private and Religious Office (PRO).</i> A student who transferred to a private school (operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same local education agency. |
| 53 | Txfr prvt not religious in DC | Transferred to a private, non-religiously affiliated school in the same state | A student who transferred to a private school (operated by a non-governmental, non-religious group or organization) that is not located within the administrative boundaries of DCPS but is in the District of Columbia. |
| 54 | Txfr prvt not relig outside DC | Transferred to a private, non-religiously affiliated school in a different state | A student who transferred to a private school (operated by a non-governmental, non-religious group or organization) that is located in another state. |

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| 55 | Txfr prvt religious in DC | Transferred to a private, religiously affiliated school in DC | A student who transferred to a private school (affiliated with and operated by a non-governmental, religious group or organization) that is not located within the administrative boundaries of DCPS but is in the District of Columbia. |
| 56 | Txfr prvt religious outside DC | Transferred to a private, religiously affiliated school in a different state | A student who transferred to a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located in another state. |
| 57 | Txfr outside United States | Transferred to a school outside of the country | A student who transferred to a school outside the country that is not a United States overseas dependents school (includes private and public school systems). |
| 58 | Txfr institution | Transferred to an institution | A student who transferred to a nonschool, public institution that has an educational program. This includes mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities. Note: If a student transferred to Youth Service Center or Incarcerated Youth Program, use withdrawal code 1 – “Txfr within DCPS”. |
| 60 | Reached max age for services | Reached maximum age for services | A student who left school because he or she has reached the maximum age until which a free, appropriate public education must be provided as indicated by federal, state, or local laws. This may also include students who exit for cultural or religious reasons recognized by state policy. |
| 61 | Discontinued schooling | Discontinued schooling | A student who stopped attending school for personal or academic reasons. |
| 62 | Compl grd 12, short grad reqs | Completed grade 12, but did not meet all graduation requirements | A student who completed an approved program of study for high school completion, but did not meet all state or district requirements for a diploma. |
| 63 | Receiving services, no school | Student is in DCPS and receiving education services, but not assigned to particular school | A student who left his or her school, continues to receive district-provided education services but does not attend a particular school. |
| 64 | Compl recog vocational ed prgm | Completed a state-recognized vocational education program | A student who completed a vocational education program and earned a certificate other than a diploma. |
| 65 | Compl equiv. certificate (GED) | Completed with a state-recognized equivalency certificate | A student who passed an equivalency examination through an approved program of study. |

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| 68 | PRO Txfr prvt religious in LEA | Transferred to a private, religiously affiliated school in the same local education agency | <i>Only use this code upon instruction from the Private and Religious Office (PRO). A student who transferred to a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located within the administrative boundaries of the same local education agency.</i> |
| 0 | zDNU Not Enrolled, unk status | | DO NOT USE WITHDRAWAL CODE - this will result in an error for the school. Please use withdrawal code: 21 |
| 2 | zDNU Transfer DC non-pub school | | DO NOT USE WITHDRAWAL CODE - this will result in an error for the school. Please use withdrawal code: 52,52, 55 |
| 3 | zDNU Transfer outside DC | | DO NOT USE WITHDRAWAL CODE - this will result in an error for the school. Please use withdrawal code: 51, 54, 56 |
| 4 | zDNU Work | | DO NOT USE WITHDRAWAL CODE - this will result in an error for the school. Please use the most appropriate withdrawal code. |
| 5 | zDNU Non-payment of tuition | | DO NOT USE WITHDRAWAL CODE - this will result in an error for the school. Please use withdrawal code: 22 |
| 6 | zDNU Court order | | DO NOT USE WITHDRAWAL CODE - this will result in an error for the school. Please use the most appropriate withdrawal code. |
| 7 | zDNU Voluntary withdrawal | | DO NOT USE WITHDRAWAL CODE - this will result in an error for the school. Please use the most appropriate withdrawal code. |
| 10 | zDNU Comp with cert of attain. | | DO NOT USE WITHDRAWAL CODE - this will result in an error for the school. Please use withdrawal code: 14, 65 |
| 15 | zDNU Job corps | | DO NOT USE WITHDRAWAL CODE - this will result in an error for the school. Please use the most appropriate withdrawal code. |
| 18 | zDNU Transfer to other LEA | | DO NOT USE WITHDRAWAL CODE - this will result in an error for the school. Please use withdrawal code: 50, 53, 55 |
| 24 | zDNU GED (BOE Charter Only) | | DO NOT USE WITHDRAWAL CODE - this will result in an error for the school. Please use the most appropriate withdrawal code. |
| 26 | Incarcerated | | DO NOT USE WITHDRAWAL CODE - this will result in an error for the school. Please use withdrawal code: 58 |
| 28 | zDNU Not enrld, eligible to return | | DO NOT USE WITHDRAWAL CODE - this will result in an error for the school. Please use withdrawal code: 12 |
| 66 | zDNU Matricul to another schl | | DO NOT USE WITHDRAWAL CODE - this will result in an error for the school. Please use the most appropriate withdrawal code. |

Contact Information

For policy related questions, contact the Office of Data and Accountability (ODA) Help Desk at ODA.HelpDesk@dc.gov.

Appendix: DC STARS Steps

Below are the steps for the location of the new admission and withdrawal reasons.

For the complete admission and withdrawal user guide, please visit the DC STARS website at <https://dcstars.k12.in.dc.gov> or <https://dcstars.k12.dc.gov> under the DC STARS Training Center.

Admitting a Student

Admission information is obtained from the Student Enrollment form. The information is populated by typing the values into the appropriate fields or selecting them directly from the drop down menu. Some fields require additional steps in order to populate the information.

To admit a student into your school:

1. Click the ADMIT icon to initiate the admission process.

Start Screen Instance: stars Rel. 10.1

SELECT STUDENT SELECT SCHOOL ADMIT WDR CALL TO OFFICE

Current School Selected: 452 Ballou Senior High School Semester: 1 User: RINGGOLDL01

Current Student Selected

Pupil No. [] Not Registered

Legal Last Name [] Suffix []


Legal First Name []

Sex [] Grd [] Phone No. [] Birthdate []

Home Room [] Withdraw Date []

☐ All (current + wdr) ☒ Current

Basic Parents Medical Alt Address Contacts Courses Hrm Staff Diploma Transcript Notes Incidents Timetable Note/Incident Print

2. Perform an exhaustive query on the Admit Student screen. This ensures that multiple records are not created for the same student. Query using the student's **Legal Name** (last name) **Birth Date**, and **Pupil No** (Pupil Id) to ensure that the student does not already exist in the data base. If you find that the student is already in DC STARS, you will click the **Select**  button to select that student record and bring the student into your school.


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Note: An exhaustive query must be performed to find the correct student record and avoid creating a multiple student record.

3. If the student is not found by querying the Admit screen then select the **Enroll New** button to admit the student into your school and into the DC STARS database. The Enroll New button will cause the Basic Student Demographics Screen to open in Admit Mode.

4. Populate the required fields on the Basic Student Demographics screen as well as the required information on the other screens in the demographic loop. Begin with the 14 required fields on the Basic Student Demographics Screen (labeled in bold on the screen and listed below).

- | | |
|---------------------|----------------------------------|
| 1. Legal Last Name | 8. Admission Information Section |
| 2. Legal first Name | 9. Street |
| 3. Gender | 10. City |
| 4. Birth Date | 11. State |
| 5. Proof of Age | 12. Zip Code |
| 6. Ethnicity | 13. Proof of Address |
| 7. Race | 14. Mailing Address |

4. Click the  Save button when you are ready to save the record.

Withdrawing a Student

Prior to withdrawing a student ensure that all student absences and advisory or final marks have been entered into the system. Print the following reports: Report Card, Transcript, Attendance Summary Report, Transfer Form, and Office Index Card.

1. Query the student on the START screen and click the **WDR** icon to initiate the Withdrawal process.

2. Enter the Withdrawal Date and Reason. The withdrawal date is the first day of non-attendance.

3. Click the **Withdraw** button.